

Skillsoft: An Introduction

Skillsoft is Coppin’s online learning modular system that offers over 3000 courses. These courses range from basic customer service and organizational skills to certification prep courses including, Java and CompTIA. Click the title of this document to access, the Coppin Skillsoft Homepage.

How to Access:

1. From the Coppin Homepage, type “Skillsoft” in the Search Field and choose the 1st Result, titled “Skillsoft Training” or type in the address below. Once on the CSU Skillsoft homepage, select the Skillport Login.

- <https://www.coppin.edu/hr/skillsoft>

SkillSoft Training

Coppin State University is pleased to announce the availability of business skills development training via the internet. Available immediately is an on-line comprehensive catalog of more than 3,000 courses. These courses, developed by a market leader in on-line learning - SkillSoft - offer employees a wide variety of training opportunities designed to enhance critical business, professional and IT skills. We believe that this cost effective, just-in-time approach to training will support our commitment to provide employees with opportunities to grow and develop in their careers.

Important: You must be assigned a user ID and password and attend orientation before you can access SkillPort.

The courses available to you have been chosen from a wide range of topics, including...

- Administrative Support
- Business Law
- Communication

SkillPort
Login

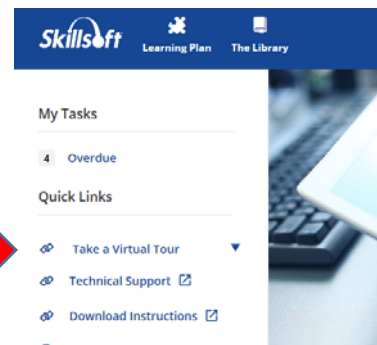


2. Your initial login information, is sent shortly after you are hired. In the case you have forgotten your password information, you can use the reset options to move forward. Your username is your Coppin email address and password is the same one you use for your Coppin email address.

How to Navigate:

Once logged in, click “Take a Virtual Tour”, and watch the following videos. Click on the titles of the videos to watch the videos to become familiar with the Skillsoft content.

1. [Skillport 8i Overview](#)
2. [Browse and Search the Library](#)
3. [View Your Learner Transcripts](#)
4. [Course Experience](#)

The screenshot shows the Skillsoft user interface. At the top, there is a blue header with the Skillsoft logo and navigation links for 'Learning Plan' and 'The Library'. Below the header, there is a 'My Tasks' section with a sub-section for 'Overdue' items. A 'Quick Links' section is visible, containing several links: 'Take a Virtual Tour', 'Technical Support', 'Download Instructions', and 'Learning Transcript'. A red arrow points to the 'Take a Virtual Tour' link.